Permit Application Flow Description

Note: This is for Non-Title V Permits, Non-Minor Permit Revisions, Synthetic Minor, and Title V Permits only. The procedure for minor modifications, permit transfers, and 7 day notices is different.

The permit application is received by the Maricopa County Department of Environmental Services.

1. The first person to see the permit application is Milly Sheppard. She receives the application, logs the permit into EMS and assigns a permit number to the application. All permit applications have to go to Milly first. She will also check to see if there is an existing permit, and if there is, she will put the existing permit number on the application if missing.

2. Once Milly assigns a permit number and logs the data into EMS, she gives the permit application to Donna Gilbert. Donna will check the application for completeness, log the permit application into the Access database, and enter all the data from the permit application into the database. Donna will put "Waiting for Review" in the "Comments" section. Donna then gives the application to Harry Chiu.

3. Harry determines whether the application is for Non-Title V, Tile V, Synthetic Minor or other and forwards the application to the appropriate Unit Manager. Each Unit Manager then assigns the permit application to one of the engineers in their group.

4. The engineer will immediately enter the EMS and/or Access database and enter their intials in the Review Engineer Data Box. This will let others know who is handling the permit if questions should arise later.

5. The engineer will begin the review of the permit. Once the review has started, the "Comments" section is changed to "Engineer Review".

6. Once the engineer completes the calculations, review, etc., and begins the permit paperwork generation, the icon is picked to generate a set of the documents and also saves a copy of the documents to the engineer's "u" drive. Once the permit has been generated, the engineer will hit the save button that breaks the permit into the appropriate sections for archiving and billing. Permits are then submitted to the appropriate supervisor for review. The "Comments" section is changed to "Being Reviewed". (Simple permits will go directly from "Waiting for Review" to "Being Reviewed".)

7. The entire package (permit application, calculations, letters, etc.) is given to the Unit Manager. If the Unit Manager has comments or corrections, the permit application will be discussed/corrected/marked up and returned to the engineer.

8. Once the Unit Manager has finished his review, he will initial the Public Notice page and return the permit application package to the engineer. The engineer will use a blue folder and separate the permit into two sections. The "special conditions" will be placed in the left hand pocket. The remainder of the package will be placed in the right hand pocket and arranged in this order: (1) permit application on top; (2) attachments to the application; (3) calculations; (4) all other correspondence. The Public Notice sheet with the Unit Manager's initials and spaces for the Director's and Division Manager's signatures will go on top of the folder, which is then given to Donna. (This is done by placing the folder on the shelf above Donna's desk in the space marked "Permits to Steve".) Donna will forward the folder to Division Manager Steve Peplau and log that

it has been done. If Steve has questions before the package is sent to the Director, Al Brown, he will either mark up the permit or discuss it with the supervisor. When Steve has completed his review, he will initial and date the top sheet and forward the package to Al for review.

9. When Al has completed his review (this may include questions back to Steve and thus back to the supervisor and/or engineer), he will initial and date the top sheet and return the package to Steve.

10. Steve will return the package to Donna, who logs in the permit as reviewed and gives it to the supervisor, who signs the Public Notice letter. The supervisor returns the package to the engineer.

11. The engineer enters "In 30 Day Public Notice" in the "Comments" section of the database, makes an extra copy of the permit conditions and equipment list, gives the Public Notice documents to Donna, and files the application package. Donna then prepares the Public Notice package and faxes it to the newspapers for publication.

12. Once the Public Notice period is over, Donna will send an invoice to the permittee and prepares a file for the permit. When the permittee pays the invoice, Donna prepares the permit and forwards it to Al for his signature. She then places the Public Notice page in one packet of a green folder and two copies of the permit in the other pocket.

13. Once Al has signed the permit and returned it to Donna, she prepares the Notice of Permit Issuance for EMS, checks the folder to make sure the permit conditions and equipment list are there, mails the permit, permit conditions, equipment list and O&M Plan Guidelines (if necessary) to the permittee, logs the mailing date, and returns the file to the engineer.

14. The engineer will put all the related information in the file, complete a form to close out the old permit (if necessary), change the "Comments" section to read "Permit Issued", generate a file transfer letter, and give the file to Donna. The file is then labeled and given to the Compliance section. Close out forms are done by Donna if for a 6-digit permit and then given to Milly for EMS entry, or given directly to Milly if for a 7-digit permit.

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